



Agenda Item Number: 2005-3-4A

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: March 29, 2005

Department: Assessor's Office **Staff Contact:** Mark Carrillo, County Assessor
Dan Mayfield, Deputy County Manager for Finance

TITLE: Re-Valuation of Commercial Property

ACTION: Motion to approve:

1. Change Order #4 in the amount of \$335,369.62 with Cole Layer Trumble (CLT).
2. Financial Resolution **FR -2005** increasing the FY2005 budget by \$335,370.

SUMMARY:

It is the responsibility of county assessors to determine and maintain current and correct values of property pursuant to New Mexico Statutes Annotated § 7-36-16. In 1998, CLT designed and implemented the Integrated Assessment System (IAS). On July 1, 2003 the Board approved an extension to the Technical Support and Maintenance Agreement with CLT to support the IAS. Re-valuation appraisal services were not included in this agreement therefore a separate sole source procurement is required. CLT staff is needed to assist the Assessor's Office in successfully collecting, analyzing and entering data utilizing the IAS for the re-valuation of commercial and apartment properties for FY04-05.

The following Scope of Services is included in Change Order #4:

PLANNING AND PROJECT START-UP

The Company will supply personnel to collect data and perform quality control on up to 1200 apartment parcels. CLT will work with the County to develop a comprehensive work plan that will focus on the data collection of apartments, create procedures and processes for sales verification, income and expense analysis, and informal hearing value defense. CLT will provide assistance to the County in capturing rents, expenses and determining what capitalization rates to use.

TRAINING

CLT will provide formal training to County employees in the areas of income and expense analysis, cap rate analysis, and IAS CAMA systems table development and final valuation development. CLT will train County staff to handle these areas of valuation.

DEFENSE OF VALUES

CLT will provide personnel supervise and train County staff during the informal review process. CLT will also provide staff to prepare and defend its valuations. Staff requests Board approval for Change Order No. 4 in the amount of \$335,369.62. If approved, the new contract amount shall not exceed \$1,318,568.99.

ATTACHMENT:

- 1. Staff Analysis Summary
- 2. Financial Resolution
- 3. Change Order #4

FISCAL IMPACT

Funding will be provided through the Assessor's Fund Balance.

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

This change order will provide the County Assessor with the resources necessary to provide the County with an updated valuation of apartment parcels within Bernalillo County. CLT will provide the training, collect data, and defend the valuations as necessary. I recommend Board approval. TL 3/18/05

DEPUTY COUNTY MANAGER FOR FINANCE

Maintaining a current and correct tax roll is very important to Bernalillo County and the other fourteen entities taxes are collected for. The Property Valuation Fund (as identified) is the correct source of funding for this contract because all entities receiving property tax contribute 1% of their property tax revenue to this fund. I recommend approval. Dan Mayfield 3/16/05

LEGAL

Change Order #4 approved as to form. A financial resolution is the appropriate vehicle to budget and expend the money. TDC 3/17/05

FINANCE

Budget	Funding for the Sole Source Contract with Cole Layer Trumble (CLT) to provide re-valuation appraisal services for Bernalillo County is available in the Assessor's Fund balance. If approved the required funding will be appropriated into BC49-560100-2010. Nona Lane, Accounting Officer 3/17/05
Purchasing	Based on the uniqueness of the IAS System, any other vendor cannot perform the proposed Scope of Services; therefore, CLT will be considered a sole source vendor for the Scope of Services identified in Change Order #4. Lisa Sedillo-White, Purchasing Director 3/16/05
Contracts	A CCN Number will be issued for Change Order #4 between the County and CLT upon execution of the agreement by all applicable parties. Lisa Sedillo-White, Purchasing Director 3/16/05
Risk Management	Upon execution of the contract, the contractor shall provide a Certificate of Insurance naming the county as an Additional Insured with the amounts as referenced in the Bernalillo County standard insurance requirements. David Baca, Risk Management Administrator 3/16/05

ELECTED OFFICIAL/OTHER

We respectfully request approval of this agenda item. There are sufficient funds available in the Property Valuation Fund balance to support the request. Mark J. Carrillo, Assessor, 03/29/05